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16 October 1953

MEMORANDUM TO: Chief, [REDACTED]

25X1A14b

FROM: Chief, Library Services Section, TAB/OTR

25X1A9a

SUBJECT: Training of [REDACTED]

25X1A9a

1. [REDACTED] received training in library procedures during the period 5-6 October.

2. Instruction was given in the following subjects:

- a. Circulation methods
- b. Organization and maintenance of book and classified document collections
- c. Vertical files
- d. Principles of book selection
- e. Trade publications
- f. Order procedures
- g. Compiling and requesting bibliographies
- h. Use of Guide to Current Articles Pertinent to the Training Program
- i. Functions of the Main Library
- j. Security measures peculiar to a classified library

25X1A6a

3. The channels of procurement for [REDACTED] through [REDACTED] of the 25X1A9a MTB headquarters office were explained in detail.

4. There was no opportunity to evaluate [REDACTED] performance 25X1A9a in the tasks.

5. Time was provided for instruction in map procurement by the Map Training Officer and in reproduction facilities by the Chief, Editorial and Reproduction Branch.

25X1A9a

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JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 3 NO CHANGE
IN CLASS/ DECLASS/ [REDACTED] CLASS CHANGED TO: TS S [REDACTED] RET. JUST. 22
NEXT REV DATE 89 REV DATE 11979 REVIEWER 2293 TYPE DOC. 02
NO. PQS [REDACTED] CREATION DATE [REDACTED] ORG COMP 11 OF 11 ORG CLASS S
REV CLASS C REV COORD. [REDACTED] AUTH: HR 70-3

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